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ABSTRACT

Timed writing material contained in this document are intended to provide high school, technical, and junior college students with typewriting practice for speed and accuracy on straight copy. The writings are divided into three sections: Section 1 contains 2-, 3-, and 5-minute timed writings; section 2 contains progressive sentences for building to stated goals; and section 3 contains 5-minute timed writings for speeds of 24 to 40 words per minute. (TA)

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INTRODUCTION

This publication includes timed writing material from *Vocational Typewriting.* The writings are divided into three sections: Section I contains 2, 3 and 5 minute timed writings; Section II contains progressive sentences for building to stated goals; and Section III contains five minute timed writings for speeds of 24 to 40 words a minute.

The word count for all timed writings is based on a production count which allows strokes for shifts, extra carriage returns, indentions, and extra spaces that are required after marks of punctuation.

Timed writings are intended for practice on speed and accuracy on straight copy; they should not be used at the expense of providing students an opportunity to do problem typing but should provide additional practice as needed.

Appreciation is expressed to Ann Jolly and Ruth Montgomery for editing this publication.

Dr. Anne L. Matthews
State Supervisor
Office Occupations Education

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SECTION I

1:1 Set margins for a 70-space line

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Typing may be compared with playing the piano. The better we play the
16 17 18 19 20 21 22 23 24 25 26 27 28 29
piano the more we enjoy playing. One learns to play the piano through
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44
much practice. As one continues to practice he is able to play songs that
45 46 47 48 49 50 51 52 53 54 55 56 57 58 59
are more and more difficult in terms of notes, time, and length. The same
60 61 62 63 64 65 66 67 68 69 70 71 72 73 74
is true with typing. As one continues to practice typing he is able to type
75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
faster. After one achieves a fast rate of typing skill he can then begin to
91 92 93 94 95 96 97 98 99 100 101 102 103 104 105
type letters, memos, and term papers. The typewriter should become a tool
106 107 108 109 110 111 112
for all of us who know how to type.

1:2 Two-minute timed writing. Set machines for 70-space line, 5-space paragraph indention.

1 2 3 4 5 6 7 8 9 10 11 12
The time comes when each one of us must plan ahead. We
13 14 15 16 17 18 19 20 21 22 23 24
must all set goals. The goals we set must be planned so that
25 26 27 28 29 30 31 32 33 34 35 36 37
we may achieve each one of them. We must set our goals so that
38 39 40 41 42 43 44 45 46 47 48 49
we know what we are working toward. Success comes only when
50 51 52 53 54 55 56 57 58 59
goals have been set and each has been attained.

1:3 Two-minute timed writing: 70-space line/double spacing. The numbers at the right side of the page indicate wpm on a two-minute timed writing.

	2'
Delivering papers is a good way to make money for school.	6
The main thing that is required to have a paper route is being	12
dependable. You must always have those papers to your clients	19
about the same time each morning, afternoon, or evening. Some	25
people are very upset when they do not have their paper by the	31
minute they are ready and expecting to read it. People expect	36
their paper to be at their doors during rain, sleet, hail, and	44
storms. When the paper is not delivered, these same customers	50

2'

will immediately telephone your employer and report that their 56
papers have not been delivered. You will surely be in trouble 62
with the employer as well as lose clients. When this happens, 68
you will not make as much money as you otherwise could. 74

1:4 Two-minute timed writing: 70-space line/double spacing. The numbers at the right side of the page indicate wpm on a two-minute timed writing.

2'

Another way to earn cash is to do personal typing. There 6
are a number of people who have not been smart enough to learn 12
to type and will give almost any amount of money to get typing 19
done when they need it. The primary thing that is required to 25
make money doing typing is the ability to type accurately and 31
fast. If you do typing by the page; that is, if you receive a 36
given amount for every page of typewritten copy, then you pro- 44
duce as many pages an hour as you can in order to increase the 50
hourly rate. Not only will you make more cash if you are able 56
to produce without having to retype copy, but you will also be 62
able to produce copy that is in demand. You will discover few 68
people have the ability to satisfy the client when it comes to 74
personal typewriting because few typists have the typewriting 80
competency required to produce satisfactory copy. 85

1:5 Two-minute timed writing: 70-space line/double spacing. The numbers at the right side of the page indicate wpm on a two-minute timed writing.

2'

You can also make money by having the skills to do things 6
for yourself. An example is that of being able to do your own 12
typing. When you do not have to pay someone to do the typing, 19
you can say that you have earned cash or at least you have not 25

	2'
been required to forego money that will probably be needed for	31
something else. Girls may also save or earn money if they can	36
make some of their own clothes. The labor and profit that are	44
added to the price of clothes can be money in your pocket when	50
you have the ability to sew. Boys should learn skills working	56
with tools, cars, and other money-requiring jobs that one will	62
otherwise have to pay that skilled person to do for him. When	68
you can do things for yourself, you are usually more respected	74
than the person who can do nothing. Not only will you be able	80
to earn money through learning skills, but you shall also save	86
money. A penny saved is a penny earned.	90

1:6 *Two-minute timed writing: 70-space line/double spacing. The numbers at the right side of the page indicate cumulative words in the timed writing.*

	Words
The key to being a good typist is practice. It is only	12
through practice that you will achieve the ability to become	24
a fluent and accurate typist.	30
Do not allow yourself to develop any bad habits such as	42
looking at your hands while typing, looking at the paper in-	54
serted in your typewriter, and watching the typescript being	66
typed. A good typist will develop the ability to concentrate	78
and read only the copy from which he is typing. He does not	90
allow his mind to wonder. A sluggish, tired typist will be	102
of little use to anyone. As you develop your good habits in	114
the beginning, you must also learn the proper posture to use	126
while seated at the typewriter.	132

1:7 *Two-minute timed writing: 70-space line/double spacing. The numbers at the right indicate cumulative words in the timed writing.*

	Words
In the world of today it is important for every man and	12
woman to have an education. The level of education that each	24
person pursues must be determined by the job interest or the	36
aspirations of the individual. One must know what is desired	48
from life and what one plans to do with his life. Should the	60
student want to go to college, then the academic high school	72
program must prepare him for continuing his education at the	84
college or university of his choice. The student who wishes	96
not to attend college must prepare himself in high school to	108
enter the world of work after he has completed four years in	120
high school. Because one student goes to college or because	132
another student does not go to college does in no way deter-	144
mine the value that either student can make to society. The	156
primary thing that determines the value of an individual and	168
his contributions to society is the ability to be able to do	180
a job well. Each student must decide what his interests and	192
aspirations are and prepare himself as well as he can during	204
the time he is in school.	209

1:8 *Three-minute timed writing: 70-space line/double spacing.*

	Words
How often do you get up too late in the morning and rush	12
through your normal routine of getting dressed and ready for	24
school? When you are in a hurry, you don't usually have time	36
to brush your teeth, wash your face, and comb your hair prop-	48
erly.	49

Words

A good personal appearance should be one of your primary considerations. Even though you go to that same school every day and see those same people, they still notice the way you look. Some of the essentials of good grooming are clean hair, neat dress, clean teeth, polished shoes, and many more. Just because you did not have time to shower last night or energy to iron that dress you wore today is no excuse on your part. There is always time to be well groomed. 61 74 86 98 110 122 134 142

1:9 *Three-minute timed writing: 70-space line/double spacing.*

Words

Explore every avenue available and at your disposal to acquaint yourself with any and all vocations in which you may be even vaguely interested. If the information is not immediately available, seek the information. You should utilize research, visit colleges and universities, confer with counselors, read the want ads, talk with employment agencies, and visit various business and industrial organizations. Many times we are guilty of selling ourselves short on knowledge of the vast number of areas that offer potential vocational interest and success for us. The primary reason we should explore the possibilities available to us is that once we begin on one road in an effort to establish our goals, we sometimes will not change our direction due to a loss of time, money, and energy. Therefore, we find many people unhappy in their chosen occupations because they chose too soon what they planned to do for the remainder of their lives. 11 23 34 46 58 70 81 93 105 116 128 139 151 162 174 186 195

1:10 Three-minute timed writing: 70-space line/double spacing.

	Words
After you have secured information on many occupa-	11
tions, then perform an intelligent and systematic pro-	23
cess of elimination to determine the vocation that best	34
fits your temperament. You should make as definite a	45
decision as you possibly can, and then pursue it with	56
enthusiasm and the greatest degree of diligence. Much	68
time, work, energy, and effort will be required to reach	79
your goals. There will be times of despair and even	90
temptations to throw in the towel and quit. But remem-	101
ber, untold numbers have successfully completed similar	113
tasks and you can too. No subject, assignment, or task	124
is impossible to conquer. With the proper instruction	136
and the necessary effort and study on the part of the	147
student, any subject can be taught and learned. You	158
can be successful at anything you sincerely desire. Do	169
not sell yourself short; aspire for success and you will	181
be successful.	184

1:11 Three-minute timed writing: 70-space line/double spacing.

	Words
Oriental music is purely melodic, and often is in	11
free rhythm. Oriental music for the dance, however, is	22
usually measured and in many cases the rhythmic appeal	33
is one of the strongest features.	40

Words

Ornamental passages are common in oriental music, 51
such as long notes or many shorter notes. The forms of 62
oriental music are very short, usually consisting of only 74
two or three phrases, and the instruments are uncompli- 85
cated. Oriental music is really a folk music. The music 96
is simple and is transmitted from one generation to the 108
next orally rather than in written form. 116

To most western ears, oriental music seems strange 127
and even unbeautiful, but the same is true of western 138
music heard by oriental ears. However, modern composers 149
have been studying the scales and melodies of oriental 160
music, and have been influenced by it to some extent. 171

1:12 Five-minute timed writing: 70-space line/double spacing.

Words

The veins will collapse and you will search your body 12
frantically for one more opening, one more place to put that 24
needle. But the thin blue veins in your pallid arms, delicate 37
wrists, and even your knees will have disappeared. This is 49
the end to the story that begins by experimenting with drugs. 61

Can we hide behind the faults of our peers, our elders, 74
our parents? It is very easy to say that we are fed up with 86
seeing these people smoke cigarettes and drink alcohol. It is 99
very easy to say that these people are paying for the example 111
they have set for us. 116

Who suffers when we injure our health? Who suffers when 128
we need money to buy those drugs that we cannot really afford? 140

Words

Who suffers when the only thing we accomplish in life is a good vocabulary and understanding of the stuff that is being used by this generation? 152 165 170

We all suffer. Those of us who experiment suffer. Our parents suffer for having set the wrong example. Our nation suffers because of the lack of productivity that we are able to contribute to it. And each of us suffers because we will not be happy with the life we have chosen. 183 195 207 220 228

At some point in life each of us must take the full responsibility for our life and determine what we are going to do with that life. Are we that mature? 241 253 261

1:13 *Five-minute timed writing: 70-space line/double spacing.*

Words

London is a great world city. It is international in a true sense. It is international in business, culture, and comfort. London was the world's largest city for a long period in history. But it never became ugly or bad and yet was able to maintain a sense of proportion. There are some skyscrapers, but they are widely spaced, and the depressing effect of too much masonry and too little light and air is not felt. 12 24 36 48 60 72 84 86

There are great parks and many streets with trees and gardens. It excels in parks, in museums, in international market, and tourist attractions. 98 110 116

Words

This city differs from those in our nation because our large cities are becoming progressively impacted with people and buildings. The pollution has become a problem that is almost out of control. The public parks are becoming less for the public and more for the unemployed looking for a place to demonstrate.

The cities in our country no longer have the beauty of nature. They no longer have anything to offer us for a feeling of security when we walk down the streets at night. The streets are not clean, the buildings are crowded, the people who can avoid it shop elsewhere, the schools have deteriorated, and the problems are growing both in kind and size.

Each of us must work toward the prevention of the ruin of our large cities, of our public parks, of our opportunity to enjoy nature. Our role in this prevention is important to our future.

128
140
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291

Words

1:14 Five-minute timed writing: 70-space line/double spacing.

The emblems or designs in paper, watermarks, were used originally in Italy in the latter part of the thirteenth century. The orientals, who were the first to make paper, did not employ watermarks, although their method of fabricating sheets of paper was almost identical with that introduced into Europe during the middle of the twelfth century.

The original Italian watermarks consisted of devices such as crosses, circles, triangles, and forms of the simplest kind that

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Words

could readily be twisted in wire. Until the middle of the nine- 110
teenth century all watermarks were formed in outline and were 122
produced by the use of metal wires bent to the shape of the re- 135
quired design. These wire objects were then sewed to the mold 148
on which the paper was to be formed, the wire leaving its 160
impression in the wet sheet of paper by causing the fibers to lie 173
thinner along its course. The ordinary watermarks in handmade 186
paper of the present day are made in the same manner as those from 199
the inception of the art, the only difference being in the employ- 212
ment of finer wire and greater skill in their formation. 224

About the middle of the nineteenth century a more complicated 237
and artistic form of watermarking was devised and instead of being 251
limited to simple outline forms, it was possible to cause the paper 264
to be made in any degree of thickness or tone desired. A mold for 278
the watermarking of a portrait was made first by modeling the pro- 291
file in a sheet of wax so that the various degrees of light and 304
shade might be obtained and then by making intaglio and cameo dies 317
from the wax model by electrotyping. 324

1:15 Five-minute timed writing: 70-space line/double spacing.

Words

The temperatures reminded one of springtime and the sun- 12
shine caused one to think about the swimming pools beginning 24
to open. There was a feeling about the air that one should be 37
able to breathe in the beauties of the earth through the fresh 50
air that should be prevailing. 56

Words

However, a glance across the sky produced the dark of smog 69
and the rivers looked hazy and uninviting; they were dirty, un- 81
clear, and a touch of green pollution could be seen. 92

What has happened to the beautiful shores that one remem- 104
bers from a few years ago? What has happened to the beautiful 117
skies that one once watched as he lay on the grass and watched 130
the tender traces of clouds float slowly overhead? What has 142
happened to the calmness of enjoying the environment away from 155
dirt, pollution, smog, and manmade structures? 164

Can one find a clean place to enjoy the natural resources 179
of this earth? Can one enjoy dreaming as though he was the first 193
to have stepped on a particular spot of the earth? 203

The environment has become the victim of the luxuries that 216
can be enjoyed today. The manmade luxuries that are supposed to 229
make life easier and more enjoyable have brought with them the 242
loss of many things that were known to previous generations, and 255
which will never be known to future generations. 265

The things that are sought after may cause the loss of things 278
that are preferred. Perhaps it is time that each of us consider 291
what makes life really worth living and enjoying. 302

1:16 Five-minute timed writing: 70-space line/double spacing.

Words

If you have not had the opportunity to get involved in 12
registering for college, you are in for a surprise. Before 24

Words

you begin the process, make sure that you have patience, stamina, 37
persistence, and the ability to bite your tongue once in awhile. 50

You will probably be sent to every building on campus for 63
some reason or the other because no one really knows the answers 76
to anything and every attempt to take a course can be made a 88
difficult procedure by those whose business it is to facilitate 101
registration. You will find there is some kind of a policy 113
that dictates every decision to be made, but no one really knows 126
who has the authority to make decisions. One can call it a type 139
of run-around process, but it continues to exist. 149

Even after you have all the necessary forms, applications, 162
signatures, and have survived one part of the run-around process, 176
you will probably have to stand in line for hours on end and 188
find that when you make it up to the registration table, you need 201
some kind of identification that you didn't bring with you. And, 219
because there is a policy that requires certain information you 232
will be told to step out of line, go home and get the information, 245
and return to stand in line again. 252

After you return with what you consider appropriate data, 265
you will again stand in line for hours on end. But, have patience 278
and you will finally arrive back at the registration desk. How- 291
ever, don't be surprised that when you get there, the course will 305
be closed. If the course is closed, then you will have the oppor- 318
tunity to go back and try to arrange another schedule for the 330
semester. 332

Words

1:17 Five-minute timed writing: 70-space line/double spacing.

Job satisfaction is a topic that has been discussed for 12
many years. Extensive research has been done to determine the 25
factors that contribute to job satisfaction. 34

There are so many variables associated with job satis- 46
faction that it is very difficult to determine through research 59
exactly what causes one to be satisfied with a job. 69

Some researchers have analyzed the effect that one's sur- 81
roundings have on the degree of satisfaction he has with the 94
job. While surroundings have been found to indicate a posi- 106
tive significant difference in the degree of job satisfaction, 118
others have found equal job satisfaction when the surroundings 131
are less than desirable. 136

Others have studied the effect that holidays have on job 148
satisfaction. Again, it is difficult to draw definite con- 160
clusions about job satisfaction and the number of holidays 172
an employee has each year. The same has been true concern- 184
ing the length of the work week. 190

Fringe benefits have been used as a basis to determine 202
job satisfaction. It has been hypothesized that the more 213
fringe benefits one is given, the greater will be the degree 226
of job satisfaction. This research too has been rather vague 238
and probably insufficient to justify more fringe benefits in 250
terms of job satisfaction. 256

Probably the most significant findings concerning job 268
satisfaction deal with the relationship between the employer 280

Words

or immediate supervisor and the employee. It has been found 292
that this relationship can have a significant effect on the 304
degree of job satisfaction. 310

Basically, the degree of job satisfaction you will have 322
depends on you pursuing a career that you like, seeking to 334
find employment with an employer whom you respect and who 346
respects you, planning career goals so that you continue to 358
grow in your job, and having the ability to cooperate with 370
your employer and fellow employees in the way that you expect 382
them to cooperate with you. 388

1:18 Five-minute timed writing: 70-space line/double spacing.

Words

Have you ever been planning a trip somewhere and get so ex- 13
cited about going that you think you can't wait to get there? It 27
can be fun to be so eager to get away, but it also can be diffi- 39
cult to make yourself get much accomplished while anticipating 52
the fun that will probably be had in this venture. 62

It is like this when you go away to college for the first 75
time. When the Thanksgiving holidays come around and you are 87
planning to return home, you think those classes will never end 100
the day you are free to leave at noon. You will have everything 113
ready to leave a week before time to go, and the days will drag by 127
like it is a month. 131

Then you get home expecting things to be just as they were 144
when you left at the end of the summer. You will discover that 157

WORDS

the roles you and your friends held in the high school and around 170
city hangouts have been filled by another group. You will find 183
that some of your friends were unable to return for the holidays. 196
It may not be the same. 201

This is what hurts after all the excitement of returning 214
home to find that your dreams, memories, and anticipation of 226
things to come during your visit are just not what made that last 239
week at college seem like a month. 246

After a few days at home, you will realize that you are ready 259
to return to college where your friends are, where you have your 272
role, and where you know who will be at the hangout in your new 285
home. 286

1:19 *Five-minute timed writing: 70-space line/double spacing.* WORDS

Some tasks look so easy until we try them. For instance, have 14
you ever seen your friends doing things that looked so very simple, 28
but heard them complaining all the time about how hard they have to 41
work? 42

A good example of misunderstood people might be teachers. It 56
is often said that teachers do not have to work very hard because 69
they are free early in the afternoons and they do not have to do 82
anything during the day. The role of a teacher can look easy to 96
those who do not know what is involved. Maybe each of us should 109
have to teach a few days and then we could better understand what 122
a teacher endures day after day. 128

Words

Another example of misunderstood people might be the students. 142
Sometimes it is easy for us to forget what it means to be a stu- 155
dent with assignments for every class, with night activities, with 169
social problems, with parental pressures, with career decisions, 182
and with little hope for change in the near future. It is often 195
said by older people that they would like to be young again with- 208
out any worries or problems. So, it might be well if teachers and 221
adults could go back to the classroom for a few days to endure some 225
of the things that are required of students. 244

Some people have the knack for always making whatever they do 257
appear easy while others seem always to make whatever they do seem 271
complicated. Whether these things are intentional or just habit 284
is an interesting question. 289

If there is a moral to this story, it is that you should not 303
try to judge the complexities of another's life or work until you 316
can experience exactly what they go through, endure, practice, and 329
produce. 331

1:20 Five-minute timed writing: 70-space line/double spacing.

Words

The man was in business to make money. The employees were 13
working to provide money to buy food, clothing, and shelter for 26
their families. However, the employees did not seem to under- 39
stand the profit and loss situation of their boss. 51

Words

In order to be able to pay salaries and wages the owners of 64
business must make enough profits to have money. Some employees 77
do not understand that every minute they waste costs the boss 89
money. Therefore, there are fewer profits from the business and 103
less money to pay wages. The employees, at the same time, are 115
demanding more and more increases in take-home pay because the 128
cost of living continues to rise. 135

The cost of living rises because the businessmen have to 147
charge more for their products because they have to have enough 160
money to pay their employees. So it is like a vicious circle: 173
while the employees are paying more, they are asking more. While 186
the boss is paying more, he is asking more. Who comes out in the 200
long run with any gain? 205

You as a secretary can save your boss time and effort as well 218
as money by making sure that you are contributing to the process- 231
ing of data and information every minute that you are on the job. 245
If you do not move data and information quickly, there is a delay 258
in business transactions. If your boss is required to add office 271
workers to facilitate the processing of business transactions, then 285
fewer profits will be made. 291

It is sometimes difficult to find secretaries who are willing 304
to give a full day's work to the company. Many secretaries think 318
the office is a place for socializing. If you want to earn more, 331
don't socialize in the office. 337

1:21 One-Minute Timed Writings: Concentrate on the location of each of the symbols as you are timed on each of the paragraphs.

Words

The # symbol represents pound and number. If the # symbol means pound, it is typed 10#. If the # symbol means number, it is typed #10. There is no space between the number and the # symbol. 13 26 39 41

The @ symbol actually means "at." It is often used in sales and purchases. For instance, a man bought 10# of fertilizer @ $1.00 per pound. Notice that there is a space after the @ symbol, but there is no space after the $ sign before the amount of money. 13 26 38 41 45

The $ symbol is one that is used often in typing. Since the economy is based on money, it is difficult not to have typing that relates to $ and ¢. If you have a column relating to money, the $ precedes the first amount entered and the total obtained if the amounts are added. 13 25 38 50 58

The % symbol is used in statistical typing. Ordinarily in formal manuscripts and correspondence the % symbol is not used and the word percent is written out. In tables the % sign is usually not given for each entry, but is given as a column heading. If you type 50%, notice that there is not a space between the number and the % symbol. 13 26 39 51 63 71

Words

The ¢ symbol represents cents. It is often used in a 12
series if the series has no amounts of money over $1.00. When 25
you type 60¢, you do not leave a space between the 60 and the 38
¢ symbol. In formal writing one normally spells out the word 51
cent instead of using the ¢ symbol. 58

The symbol "&" represents the ampersand. You will not use 14
the "&" except in company names as a general rule. For instance, 28
a company may write its name Lacy & Lacy Incorporated. A blank 41
space precedes and follows the "&." 49

The symbol which indicates addition (+) has a special key 13
on some typewriters. On other typewriters the "+" symbol must 27
be made by using the hyphen key and the diagonal key and would 39
look like this -/. If the numbers to be added are listed hori- 52
zontally, a space precedes and follows the "+" symbol. 64

Most typewriters have keys for the fractions ¼ and ½. How- 13
ever, if you have fractions that have to be made using the 25
diagonal, then you should also make the ¼ and ½ using the diago- 38
nal. For instance, 1/2, 1/4, 3/8, and 2/3 are consistent in 50
appearance. Compare the previous fractions with these fractions: 64
½, ¼, 3/8, and 2/3. You can see the difference in appearance. 77

The "=" symbol is primarily used in statistical typewriting. 14
If you have the word equal in formal writing, it is usually 26
written out. Some typewriters do not have the "=" symbol and 39
you will have to make it by using the hyphen. To make the equal 52
symbol using the hyphen you first type the hyphen; then you back- 64
space once. You must then move your platen forward just a little 78
by using the variable linespacer and type the hyphen again. 90

The asterisk is indicated by the symbol "*." The "*" sym- 14
bol is often used to indicate a footnote or explanation to the 26
text of a letter, manuscript, or report. When the "*" symbol is 40
used in this context, it is typed as follows: The meaning of the 54
words came from the Greeks*. Here you would look to the bottom of 68
the page for a brief note relating to this sentence. Notice that 81
you do not leave a space between the word Greeks and the "*" 94
symbol. 96

The parenthesis is often used to give further explanation 13
to a statement (that is, to give the reader more information). 26
There is a space before and after the parenthetical statement, 39
but notice a space does not come between the "(" and the first 52
letter in the parenthesis. Further, a space does not follow 64
the last letter in the parenthesis and ")." If a period follows 78
directly the end of the parenthesis or the ")," a period comes 92
directly after the ")" without a space in between. 102

SECTION II

II:1 Progressive Sentences

	WPM		
	30"	1'	2'
1. You are on your way now; you have learned to keep your carriage moving quickly.	32	16	8
2. Your progress, at this point in time, may seem very slow, but you are making progress.	34	17	
3. Let us put forth some effort every day to learn to do much better whatever we have to do.	36	18	9
4. Remember that it takes time to build typewriting skill. It takes practice and more practice.	38	19	
5. It is up to you to train your mind and build the skill you shall need for your future clerical job.	40	20	10
6. Be sure to set a goal for your work; know what you can gain from each line to be typed before you begin.	42	21	
7. It may be you will have to speed up or slow down or change your plan of work in some way every class session.	44	22	11
8. One goal will not be right at all times; thus, you must set a new goal every time you attain a previously set one.	46	23	
9. The one thing that marks the rate of growth of the expert typist is the amount of brainpower invested in all efforts.	48	24	12
10. Do not be too concerned about those errors you are making now; they should become fewer in number as you improve your skill.	50	25	
11. What you plan to use your new typewriting skills for in later life is not important at this point; it is that skill you want now.	52	26	13
12. The president and secretary want to go when I pay the organization for the charter for the new club. The other members may go also.	54	27	
13. Get the correct mind set; it is in your mind that you learn to typewrite; the fingers strike the keys, but it is your mind that directs them.	56	28	14
14. The ability to plan and organize all your work so that you can perform in an efficient and competent manner will be expected of you in your job.	58	29	
15. Remember that your job will be no better than what you make it, so be one hundred percent attentive and enthusiastic in doing your best at all times.	60	30	15

		WPM		
		30"	1'	2'
16.	I know the rewards of typewriting to be worth more than the sacrifices made in learning to type; I paid the price, and it has proven its worth many times over.	64	32	16
17.	We often take timed writings. There are many reasons for these timed writings. Sometimes they are planned to make us work faster, at other times we type for accuracy.	68	34	17
18.	A book that contains the life story of a person, alive or dead is called a biography; biographies are arranged on the shelves alphabetically by the last name of the biographee.	72	36	18
19.	I can think of a number of thrifty habits that you must use in your personal life. These might include limiting your wants, shopping for the best buy, and realizing that time is valuable.	76	38	19
20.	Other suggestions for developing the habit of thrift would be to stop wasting time in the lounge, stop keeping people waiting on the phone, stop wasting office supplies, and avoid watching the clock.	80	40	20
21.	The final suggestion for developing the habit of thrift is a savings account; your first paycheck should start your saving habit. The crucial step is to take out a small sum for savings; then pay the bills.	84	42	21
22.	On a new calculating machine, the add bar and the minus key, which are constantly used, are decisively raised and precisely placed to compensate for the size of the little finger by lessening the distance it has to move.	88	44	22
23.	On a trip home to eastern Wisconsin, we noted that a village had preserved its old general store as a museum. My wife and I were fascinated with the display of high-button shoes, flatirons, corsets, horse liniment, and churns.	92	46	23
24.	It grew rather dark before seven in the evening. Wind and rain now whipped the house. John sent his older son and daughter upstairs to bring down mattresses and pillows for the younger children. He wanted to keep the group together on the same floor.	96	48	24
25.	Refinishing furniture is an excellent hobby. It has many satisfying and practical results. Some people furnish their entire houses with furniture they have refinished. However, some people do not have the patience to do this most tedious task.	100	50	25
26.	Most people judge by appearances even though this is unfair in many situations. The best advice you can get as you begin to work as a secretary is that you should not judge by appearances. There will be some people you meet that you would like to imitate.	104	52	26

	WPM		
	30"	1'	2'
27. You can unroll and completely expose a roll of black and white film, then develop it to maximum density. Take two thicknesses of film so processed and, with your back to the sun, put this filter in front of your eyes. You should not be able to see anything at all.	108	54	27
28. Would you like to take a walk through the woods and smell the new flowers and shrubs? This is a natural wish on the part of anyone who has ever experienced a walk through the woods on a bright spring day when the trees are full of buds and new leaves bursting with springtime.	112	56	28
29. Everyone likes to experience success. We all can experience success if we try hard enough. Maybe we cannot be a success at every thing we do, but we will be able to excel at some of them if we work with the correct frame of mind and put enough of our time into whatever we are doing.	116	58	29
30. Your first trip through space may be a little upsetting so be prepared to take whatever may come. You may be standing on your head at times or floating on your side in mid air. However, this would not call for much alarm on your part because this could be expected to occur on a trip to the moon.	120	60	30

II:2 Progressive Sentences

	WPM		
	30"	1'	2'
1. You know how to typewrite; it is not that difficult, but it does take time.	32	16	8
2. You shall learn to be a good typist if you are willing to give it the time required.	34	17	
3. The typewriter is a wonderful machine. It has brought employment to millions of people.	36	18	9
4. How would you like to learn to type? It really is not too difficult, and it can be valuable.	38	19	
5. One of the best ways to make typewriting more pleasant is by making a little game out of the tasks.	40	20	10
6. Do you like to play games? Most people like to. It helps them get the job done with much less pain.	42	21	
7. Why don't you try this in your job? You may find that it will be a great deal of help to your typewriting.	44	22	11
8. Unit record equipment such as sorters, collators, reproducers, and an accounting machine is used by our department.	46	23	
9. Unit record equipment is programmed by wiring a variety of panels. This is often difficult and extremely tiring work.	48	24	12
10. The computer system consists of a central processor, a card reader, card punch, printer, magnetic drum and four tape drives.	50	25	
11. Electronic equipment such as computers is used to process data at microsecond speed and is much more accurate than a human being.	52	26	13
12. First generation computers were very large tube machines. The invention of the transistor made second generation computers possible.	54	27	
13. The source deck punched in hollerith code must be translated into machine language by a compiler or assembler supplied by the manufacturer.	56	28	14
14. The business world today would become immobilized if it were not for well-trained employees and the outstanding advances made in technology.	58	29	
15. Many facts of economic understanding can prepare students for decision making on personal matters; agencies have been established to meet this need.	60	30	15

		WPM		
		30"	1'	2'
16.	We are living in what economists call an affluent society. People do not like to be reminded of hard times or future emergencies; they want to live for today.	64	32	16
17.	One must learn early the practice of thrift, which means economy or frugality, in all his expenditures. One way to practice thrift is to take advantage of sale buying.	68	34	17
18.	Please explain to William that the amount charged is too much to pay for pads. I think Bill should buy a gross if he can get them cheaper. He hopes he will get a good price.	72	36	18
19.	We heard a reading of the minutes on the sixth floor in about five minutes. All of the members are urged to assemble in the last room on the southeast side of the building immediately.	76	38	19
20.	How well have you learned the numbers on the keyboard? Can you type them without looking at the keys, or is it necessary to look at the number before you are able to type it? Learn the numbers.	80	40	20
21.	To become a speed typist, a vital factor you must recognize is the value of relaxation. Mistakes are made if you are nervous and tense at the typewriter; your speed suffers when you are not typing with ease.	84	42	21
22.	Our country urgently needs strong men who possess vim, vigor, and desire. They should be capable of excelling in any job regardless of their size. They should not quit until they excel. Are they to be found here?	88	44	22
23.	A new calculator has a minus key which instantly cancels any incorrect number you print. There is a repeat key; you can instantly reprint your last number. Since there is a memory key, you can reprint an often-needed number.	92	46	23
24.	Have you considered the importance of typewriting for your own personal use? It may be that you will never work as a secretary or clerk typist, but there will surely be times when you may need to type a letter, memo, note or term paper.	96	48	24
25.	One of the most important factors in being a good typist is the students' typing technique. If a student can develop a ballistic stroking of the keys from the start it will serve him well in later days. Our first emphasis in typing is technique.	100	50	25
26.	The call number of a book is the combination of the classification number and the author's identification number. This is the number you use when "calling" for a particular book you wish to take out of the library or in locating that book on the shelves.	104	52	26

	WPM		
	30"	1'	2'
27. Typewriters have four banks of keys. The most frequently used keys are placed within the easiest finger reach. The less frequently used keys are located at more distant points from the location of home keys. It takes more practice for mastery of difficult reaches.	108	54	27
28. Moreover, the diet of your average male in the health belt alone would drive any self-respecting cardiologist mad. For instance, fruits, eggs, hash-browns or corncakes, ham, pork chops, or bacon; yes the works, and toast and coffee; plus syrup on the corncakes, jam on the toast.	112	56	28
29. There are some keys to the typewriter that are not designed to print. These are the back space, tab clear, tab set, shift key, back space key, margin release and the space bar. Though the reach of some of them may be a bit hard at first, they can be learned easily.	116	58	29
30. If you do your work as it should be done, you will not have time to find fault in others. It is through our daily work that we make our future what we want it to be. The classroom is no place for idleness. The person who knows what he wants to do in life and makes preparation should succeed.	120	60	30

II:3 Progressive Sentences

	WPM		
	30"	1'	2'
1. Major positions in the business world today require an ability to produce well.	32	16	8
2. It is up to you to use your mind and gain the skill you need for the job you desire.	34	17	
3. They who sigh for the good old days are the first to yell when the air conditioner fails.	36	18	9
4. When you hear someone say that it is raining cats and dogs, you know that rain is falling hard.	38	19	
5. Things that seem to be too difficult often become easy when we tackle them with the right attitude.	40	20	10
6. Always try to put first things first in every job you start to do, and you can reach the goals you seek.	42	21	
7. Students who sometimes fall asleep in the back of the classroom aren't the only ones who lag behind in work.	44	22	11
8. You may not be a whiz in this work just yet, but it is certainly no cause for you to quit at this particular time.	46	23	
9. It takes time and hard work to train your mind; it takes time and effort to build a skill that you can use in your job.	48	24	12
10. Remember that this is an age of competition. Each of us shall someday be competing for a job within a company or an office.	50	25	
11. The correlation of a hemline to a speech is that it should be short enough to be interesting but long enough to cover the subject.	52	26	13
12. It may be possible to associate a task and the materials used with things you like and pretend that you are doing a more pleasant task.	54	27	
13. You have to think before you work and it takes time to think, but it is time well spent; so think before you work and save time as you work.	56	28	14
14. Our doubts will be traitors if they cause us to be fearful to try something large when we know that we can reach higher than we reached before.	58	29	
15. The central processor has five major divisions; main memory, control unit, control memory, arithmetic and logic unit, and I/0 traffic control unit.	60	30	15

		WPM		
		30"	1'	2'
16.	A Yugoslavian slave girl was shipped to San Diego on the U.S.S. Sanzibar. She was highly recommended by President Bahito for a seven-year indenture.	64	32	16
17.	When you are asked to do something you don't know how to do, learn what you can from those around you; then get busy and do it quickly using your best judgement, of course.	68	34	17
18.	The request was for half a dozen boxes of shoe buttons to use in some new kind of parlor game, but Chuck told them our stores have been out of shoe buttons for about eighty years.	72	36	18
19.	African Aardvark is a night-prowling anteater. It has a narrow outlook on life, primarily because of its diet and its native habitat and ecological background in an uncivilized country.	76	38	19
20.	If you look for a job without knowing exactly what kind of job you are looking for, it is very much like looking for a bus that goes downtown without knowing the name or the number of the right bus.	80	40	20
21.	Mr. and Mrs. Ray paid for their daughter's wedding gown with the money they received from the profit on the cake sale. Mary is very pleased with the wedding gown which is made of silk and is floor length.	84	42	21
22.	I have been asked by the members of our club to notify you and the others who were not at our last meeting that we are planning to take a trip sometime in the spring; we are planning to visit four or five large offices.	88	44	22
23.	If the bell rings, finish the word you are typing if it is not longer than five letters. If the word contains more than one syllable, divide it correctly, quickly tap the hyphen with your little finger, and return the carriage.	92	46	23
24.	The traditional coffee break is used for various things. It may be used for a meal, socializing, orientation, or sleeping. It is to be used as a short respite for beverages to be partaken at the work scene with slight job interruption.	96	48	24
25.	Typewriting is something like driving a car. You can cover much more ground when you type at an even pace than when you rush and hurry and look up to see what you have typewritten. Pauses kill time. You may need to improve your typewriting speed.	100	50	15
26.	It is good sense to put first things first in all you do, but it is of utmost importance to do this when trying to improve your typing skill. One of the many things that goes into the making of expertness in typing is the use of correct techniques in practice.	104	52	26

	WPM		
	30″	1′	2′
27. If success is important to you, you have an advantage over those who have no particular feeling one way or the other. This is just as true in school as it is on the job. Your teacher can guide you, but you must do the work. You must be willing to work and learn.	108	54	27
28. Striking the keys when you type is not the same as striking a golf ball, you do not have a follow-through in typing. Rather, you must use a quick, sharp stroke and pull the finger just slightly toward the palm of your hand. Realize the power that is yours in typewriting.	112	56	28
29. Some workers cannot do anything unless they are told just what to do and how to do it. They may be good in routine tasks, but they are limited by their lack of imagination, creativity, and the urge to explore new ways of doing things. Even great skill is not enough if one cannot think.	116	58	29
30. A wit said that the hardest thing about holding a job is the work it requires. That is a clever witticism; but as an expression of the way some workers feel toward their jobs, it shows the tragic plight of those who failed to match interest and ability with job availability when they went to work.	120	60	30

SECTION III

III:1 Five Minute Timed Writings

24 WORDS PER MINUTE

	Strokes Line	Total
Have you ever felt that you were in the wrong place as you tried	67	67
to master a difficult problem or succeed in a new job? Usually these	72	139
feelings are caused by lack of preparation. The way to eliminate	67	206
the difficult is to concentrate on every new learning or skill that	68	274
will prepare you for some goal that is ahead. Do you think you might	71	345
want to have your own business some day? Then learn to analyze;	67	412
learn the skills of communication; learn to make decisions. Improve	70	482
in each of the skills that will be needed in the work that you plan	67	549
to follow. Then you will feel in the right place.	51	600

25 WORDS PER MINUTE

People want many things for their family. A husband and wife seek	70	70
happiness. Parents want to give their children every available advantage	75	145
of life. The family unit strives to be financially independent;	66	211
that is, to enjoy a comfortable standard of living and a reasonable	68	279
degree of economic security.	28	307
Family happiness depends greatly on how successful people are in	67	374
achieving these ambitions. The amount of income is not the most	66	440
important factor since it is obvious that people with high incomes	67	507
have family problems, too. The key seems to be found in the careful	70	577
budgeting of the family income, a difficult job.	48	625

26 WORDS PER MINUTE

	Strokes Line	Total
The first talking motion picture created quite a stir. For years	69	69
theater audiences watched the action and read the subtitles without	68	137
objection; then they saw a picture in which they could actually hear	69	206
the actors speak. Suddenly they were displeased with silence. They	71	277
wanted to hear as well as to see.	33	310
When radios were first offered to the public, they were bought by	68	378
the thousands, and families loved to gather on most evenings to listen	71	449
to all the programs they enjoyed. They saw no action but that didn't	71	520
seem to make any difference. Then television appeared. Radio sales	71	591
started to fall. People wanted to see as well as to hear.	59	650

27 WORDS PER MINUTE

Face-reading is a universal art that is as old as man. Everyone	68	68
practices some degree of face-reading everyday. Everyone recognizes	70	138
and responds to the facial expressions that show fear, anger, happiness	72	210
and many other moods.	21	231
According to face-reading experts, there is a good deal more to the	70	301
art than the obvious signs. These experts say that the face reveals	70	371
facts about a person's character, health, personality, sex life,	65	436
popularity, ability to make money, social status and life expectancy.	70	506
A person's life can change his face appearance--for better or worse.	70	576
For a person to become an expert in the area, he would need a good	68	644
bit of training and experience.	31	675

28 WORDS PER MINUTE

	Strokes Line	Total
Children can hardly wait for Christmas time to come. They love	68	68
the smell of cookies and goodies all over the house as well as seeing	70	138
the many bright colors used to decorate different rooms in the house.	70	208
Everyone is happy and gay as they wait for the happy holiday called	69	277
Christmas.	11	288
Buying gifts is one of the most enjoyable experiences during this	68	356
time of the year. The spirit of Christmas is everywhere as you	66	422
walk down the streets and in the stores, everyone smiles and seems to	70	492
be waiting the big day. Children giggle and dash to and fro thinking	71	563
of all the presents they want Santa Claus to bring them. Of course,	72	635
they cannot decide exactly what it is they want from Santa most.	65	700

29 WORDS PER MINUTE

The biggest news of the century for some men is a cure for baldness.	71	71
This cure is available through hair transplants. It provides hair,	70	141
real hair, growing on a head that was once completely bald. This	67	208
process of transplanting hair has proven to be one of the simpler	66	274
forms of cosmetic surgery.	26	300
Many methods have been tried by doctors to prevent baldness, but	67	367
methods such as oral drugs and chemical treatment to hormones have not	71	438
met with much success. Hair transplants have become one of the most	70	508
popular cosmetic operations. There are approximately ten thousand	68	576
men and an unknown number of women who have had hair transplants.	66	642
Countless plastic surgeons and dermatologists are performing the	66	708
simple operation.	17	725

30 WORDS PER MINUTE

	Strokes Line	Total
For the average person, it is estimated that about 80 to 90 percent	70	70
of his brain power is inborn. That is part of his inheritance from	69	139
which he cannot be cut off in the last will and testament. Does it	69	208
mean that a person cannot improve his intelligence by his own efforts?	72	280
It definitely does not. Even though the fixed amount is large,	66	346
improvements can be made in the remaining 10 or 20 percent. This	67	413
improvement can be tremendously important to the individual, his	65	478
family, and to the world. You all know that the brain cells do not	69	547
increase in number after birth but they do mature. A person's brain	70	617
is almost complete by the age of six. From the age six and on,	65	682
improvement depends on how the brain is used, exercised and trained.	68	750

31 WORDS PER MINUTE

Habitual gambling is a compulsion which may be caused by a feeling	69	69
of frustration in love or affection. The frustrations of a slot-	67	136
machine gambler compel him to keep putting in the coins even though	68	204
he knows the odds are against him. A repetitive action such as	65	269
putting one coin in after another, dealing and redealing cards, and	68	337
rolling the dice over and over, can fulfill this desire. A gambler	69	406
generally has a deep-seated feeling of hostility and likes to go	65	471
against regulations of all kinds. Because gambling is usually illegal,	73	544
it suits the gambler perfectly. Losing in some cases fits his nature	71	615
better than winning. Gambling is considered a man's compulsion,	66	681
yet women do, in fact, have compulsions, too, but generally a woman's	70	751
compulsion is different.	24	775

32 WORDS PER MINUTE

	Strokes Line	Total
When using the telephone, you should, of course, be pleasant and	67	67
cheerful; but this doesn't mean that you should appear so anxious	66	133
that you seem to have time enough to spare to spend all day on the	67	200
telephone. Your voice and efficient manner should tell the caller that	72	272
you are businesslike, and yet not anxious to get away as quickly as	68	340
possible and with the least possible amount of spent energy.	61	401
Knowing how to be effective on the telephone is one of the greatest	70	471
assets a person can have; because when you are on the telephone, you	69	540
are the company to the customer on the other end of the line. You	68	608
should, therefore, convey your personality, your employer's personality,	73	681
and also the company's personality. If the customer could see you,	69	750
there wouldn't be so much at stake, but he can't!	50	800

33 WORDS PER MINUTE

It is a recognized fact that foreign travelers in the United	64	64
States, especially those that are visitors here for the first time,	69	133
will most likely encounter perplexing situations. These problems	67	200
are not unsolvable. One of the major differences is money. The	67	267
United States is one country where foreign currency is not accepted	70	337
anywhere. A visitor cannot exchange his pounds, francs, or liras	67	404
for dollars at his hotel. A visit to the bank must be made for this	70	474
purpose.	9	483
Hotels are another major difference. When you register, it is	66	549
not necessary to give up your passport. And, American hotels do not	71	620
have a concierge, but many of his functions are performed by the man	69	689
at the front desk. Two European customs are missing in hotels in	68	757
the United States: a maid to unpack your bags and the bootlacks.	68	825

34 WORDS PER MINUTE

	Strokes Line	Total
Every letter that you mail goes out to take your place as a message	70	70
bearer. If you were to send a man to take your place in a conference	71	141
with others, would you send one who was not well groomed? Of course	71	212
not, for you realize that good manners in dress and in speech are assets	73	285
in a conference. You should be just as eager, also, to have only the	71	356
best work in typing go out to represent the quality of the work you do.	72	428
If you write a personal letter, you must think of the right style and	71	499
of the right form for the letter. If you are a typist for another,	69	568
the dictator will tell you what is to be in the letter, but you must	69	637
take care of the details of expression and the form.	53	690
In writing your own letters or those of others, be sure that words	69	759
are spelled and capitalized correctly, and that every sentence has the	71	830
correct punctuation.	20	850

35 WORDS PER MINUTE

Early teachers of business subjects were business personnel who had	70	70
an interest in teaching business subjects but who had little or no	67	137
preparation for teaching them except what they had learned on the job	70	207
or in private business school. The main purpose of these early teach-	70	277
ers was to prepare their students to master the simple skills then	67	344
required to obtain a job. With the expansion of business subject	67	411
offerings in the private business school and the introduction of busi-	69	480
ness subjects in the high school, there grew a demand for qualified	68	548
teachers of the subjects. Some normal school graduates who had taken	71	619
a few extra business courses after completing their preparation for	67	687
teaching were called upon to teach the business courses. Some of the	71	758
normal schools attempted to prepare business teachers, but much of	67	825
the training was done by private business schools.	50	875

36 WORDS PER MINUTE

	Strokes Line	Total
Etiquette is much more than knowing how to drink tea with the right	70	70
flourish or how to use forks and spoons at a state dinner. There is	70	140
a lot more to be said on how to behave than will be found in the list	70	210
of things our "best people" say and do. The behaviors of the main	70	280
groups of people are no sanction for bad manners, but such acts at	67	347
times put the stamp of approval on borderline actions. Today the one	71	418
who uses a comb in public is justly criticized. Some people consider	71	489
the powdering of the nose in public as much a breach of good manners	69	558
as the cleaning of one's nails or the picking of one's teeth in public.	73	631
These are things that simply are not done except by those who are	67	698
uncouth. Good taste has not yet gone over to the theory that each	68	766
person may do as he pleases. This whole subject of what is good	66	832
taste may have to be answered in terms of place as well as occasion.	68	900

37 WORDS PER MINUTE

The bank reconciliation enables a person to check the accuracy of	68	68
the bank records with the accuracy of his checkbook. Some people	67	135
think this takes too much time to be worth the trouble. However,	67	202
there is less trouble in completing a bank reconciliation than in having	73	275
an error cause an overdraft, which could prove to be very expensive	68	343
as well as embarrassing.	25	368
How is a bank reconciliation prepared? It is a simple process.	69	437
First, you take the balance given on your bank statement and add	66	503
deposits shown on your checkbook that are not shown on your bank	65	568
statement. Then you determine the amount of your checks outstanding	70	638
(any check which has not been processed at the bank but which you	67	705
have written) and subtract this from your last total. Next, you take	72	777
your checkbook balance and subtract any service charges shown on your	70	847
bank statement. If the two balances are equal, then you and your	67	914
bank agree.	11	925

38 WORDS PER MINUTE

	Strokes	
	Line	Total
Egypt is a republic, for years a kingdom, that grew out of ancient	69	69
Aegyptus. The story of Egypt and its people is almost six thousand	71	140
years old. The ancient Egyptians left records that show their way	69	209
of life and what they knew of government, science and art. They	66	275
built great monuments and temples which still stand today in majesty	69	344
and splendor. The Sphinx stretches its lion-like body along the	67	411
desert sand and looks silently toward the east as it has for more	66	477
than four thousand years. Great pyramids stand guard over the tombs	70	547
of the early rulers, or Pharaohs, of Egypt. Many Pharaohs had	67	614
ruled in Egypt before the time of the Pharaoh in the Old Testament	71	685
story of Exodus, which tells the adventures of Moses and his people.	72	757
The ruins of magnificent cities show the richness of an Egypt which	70	827
was long before the days of ancient Greece and Rome. Greek and	67	894
Roman ancients went to Egypt to gaze upon the wonders.	56	950

39 WORDS PER MINUTE

In the world of credit, the use of money is a commodity bought and	69	69
sold for a price. When you buy something on credit, you are paying	69	138
two prices. One price tag is on the purchase itself; the other price	71	209
tag is on the use of the money you need to make your purchase. The	69	278
Truth in Lending Law is designed to give you information so you can	71	349
compare the price of money just as you compare the prices of items for	71	420
sale in a store or automobile showroom. The law does not set limits	70	490
on interest rates or the other elements that go into the price of	66	556
money, all of which show as the finance charge. But it does require	70	626
the creditor to provide you with a breakdown of the cost of the money in	73	699
meaningful terms in order that you may know exactly what you pay for the	73	772
use of it. The law covers only credit for personal, family, household,	73	845
or agricultural purposes not exceeding twenty-five thousand dollars.	69	814
All real estate transactions, any size, are usually covered.	61	975

40 WORDS PER MINUTE

	Strokes Line	Total
One does not have to be in the insurance business to know the meaning	72	72
and the importance of risks. There is risk all around us everyday.	70	142
You take a risk every time you get into your car. You take a risk	69	211
every time you take a bite of food. You normally do not think of	67	278
these as risks. If there were no risks in this world, there would be	71	349
no insurance. If there were no risks, our nation would not be the	68	417
great country it is, for taking a risk has been largely responsible	68	485
for the material progress that we as a nation have made.	57	542
If every business were safe and its profits were assured, no incentive	73	615
would need to be offered to get people to go into business. It is	68	683
because there is an element of risk that there must be some incentive,	71	754
and the incentive of making some profit seems to be the one that attracts	74	828
those who can and do develop a business. Otherwise it is doubtful	68	896
whether there would have been any urge for man to shift from making	68	964
wagons to making modern automobiles.	36	1000

III:2 Five Minute Timed Writings

24 WORDS PER MINUTE

	Strokes Line	Total
That attractive girl in my class who always had the highest typing	69	69
speed and the best control told me one day that she had gained her	67	136
skills through typing the same short and simple paragraphs over and	68	204
over again. She used to type the same copy time after time, pausing	70	274
only long enough to think of ways to improve her skills. She said	68	342
she thought it would pay her to type the same material fifty to a	66	408
hundred times and that she was going to do so as soon as she could	67	475
learn to hold her mind on what she was doing. So, it pays to type a	70	545
drill or timed writing several times if done correctly.	55	600

25 WORDS PER MINUTE

Galloping inflation indicates that new price increases immediately	69	69
must bring on wage increases as the prices rise quite rapidly to	65	134
ridiculous levels. This occurred in Germany in the early 1920's;	68	202
all was scarce except money. In demand pull inflation, there is too	70	272
much spending in our economy compared to the amount of goods and	65	337
services being produced--the demand is greater than the supply.	65	402
Creeping inflation is a slow inflation that causes public concern,	68	470
but not enough concern to generate widespread public support for	65	535
government controls. We are now suffering from the effect of several	71	606
types of inflation.	19	625

26 WORDS PER MINUTE

	Strokes Line	Total
Those people who typewrite several hours a day know the value of good	72	72
posture. It helps them to typewrite for hours on end with ease and	69	141
skill. The best posture is that which is physically comfortable for	70	211
the typist. Good posture will help you to build your skill at a much	71	282
more rapid rate.	17	299
With good skill, you will be set for work soon. One of the nicest	69	368
things about being a typist is the joy of seeing a job well done. A	70	438
letter that will go to pay a visit where your boss cannot go in person	71	509
and a report that will fall into the hands of many people are both	67	576
examples of work that have jobs to accomplish. Do you like what you	70	646
do?	4	650

27 WORDS PER MINUTE

When you are trying to maintain speed for very many minutes at the	69	69
time, you will find it to your advantage to sit upright in your chair	70	139
with your feet in a comfortable position. Tiredness is brought on by	71	210
bad habits and just one or two will cut down your speed. Failing to	70	280
keep your eye on the copy is a bad habit. You can stroke the correct	71	351
key and return the carriage without help from your eyes. Any habit	69	420
which cuts down on your speed is a bad habit to have. Try to get rid	71	491
of all habits that tend to cut back your typewriting speed. You will	71	562
be glad that you did whenever your speed in typewriting is constantly	70	632
shooting upwards and you feel you can type.	43	675

28 WORDS PER MINUTE

	Strokes Line	Total
Fatigue is responsible for more errors and work slowdowns than any	69	69
other cause. Think this statement over carefully, for it gives you an	72	141
amazingly simple key to many of the errors you make in typewriting.	69	210
It explains why you cannot discover all the errors you make in the	68	278
work you prepare. It tells you why you sometimes have to look at	67	345
your speed score with a microscope to give it any significance. The	70	415
usual remedy for fatigue is plenty of rest, good food, cleanliness,	68	483
and exercise. You would do well to remember this advice. Get from	70	553
eight to ten hours of sleep; eat three square meals a day; and round	69	622
out your physical fitness by doing your deep breathing and push-ups	68	690
every day.	10	700

29 WORDS PER MINUTE

It was a sad object to look upon, as it was all worn and faded. No	71	71
padding was there to comfort an old weary body, whose frail and brittle	72	143
bones sought contentment and rest in its curved oaken arms. The	66	209
rockers were worn thin from use, but they still supported the old	66	275
chair. Grandfather and his old chair had spent many a busy hour just	71	346
rocking to and fro, and just as many in steady silence, thinking of	68	414
days gone. He seemed to be doing nothing, sitting there with eyes	68	482
fixed in the air, with wrinkled hands and lined face quiet in repose.	71	553
Many times I wondered at his thoughts, especially when he would let	70	623
a smile creep upon his lips. Such are the memories of my grandfather	71	694
and his favorite rocking chair.	31	725

30 WORDS PER MINUTE

	Strokes Line	Total
Some workers are paid on a commission or piece-rate basis. Sales-	68	68
people, for example, are often given a percentage of the sales made by	71	139
them. Some typists and stenographers are paid on the basis of strokes,	73	212
lines, or square inches of material they type. This method, you can	70	282
see, has the advantage of paying every employee for the work he does.	71	353
Those who do the most work and do it well get paid more than those	68	421
who do little. This plan is not without fault, however. Among its	70	491
disadvantages is one that is of utmost concern to workers, particularly	72	563
to those engaged in industries having seasonal fluctuations. Their	69	632
compensations are likely to vary considerably with changes in volume	69	701
of work handled by firms where they are employed.	49	750

31 WORDS PER MINUTE

The typewriter is your partner in learning to type as it will be	67	67
your partner in getting and holding a good job when you have finished	70	137
your training. Take good care of this partner of yours for it will	68	205
pay you dividends if you do. The care you must give the typewriter	70	275
is really quite simple, but it must be regular. You cannot neglect it	72	347
and expect it to perform efficiently.	37	384
Dust the typewriter each day. Also, dust the top of the desk and	69	453
under the typewriter. Use a brush to remove all dust and eraser	66	519
particles. If the typewriter has a movable carriage, moisten a cloth	71	590
with a few drops of oil and wipe off the two rails on which the carriage	73	663
moves. Clean your type with a stiff brush. A clean typewriter can	70	733
improve the quality of your finished work.	42	775

32 WORDS PER MINUTE

	Strokes Line	Total
After a roadway of life has been chosen, in most cases, it is too	68	68
late to turn back or to try to detour onto a better road of life.	67	135
The many obstacles along the way seem to hold one on the steady	65	200
path. It seems that these obstacles are determined to keep you where	71	271
you are with no concern for your desire to make a change. Therefore,	71	342
we should be sure we are able to follow that rocky road before we make	71	413
choices that always lead us down one of the many uneven roads of life.	71	484
There will always be others along the way. Some can cope with	66	550
the many difficult problems they encounter while others cannot. How	70	620
can one be sure he is making the correct decisions and choices to ensure	73	693
easy going as one travels down the road of life? Experiences of	67	760
others can help in making this decision.	40	800

33 WORDS PER MINUTE

Self-confidence and the ability to communicate enthusiastically are	70	70
the two most common, yet the most important, attributes of successful	70	140
leaders.	9	149
Some people are gifted with a natural ability to express themselves	70	219
clearly and eloquently, but many have to study and practice in order	69	288
to be able to communicate effectively.	39	327
The best talkers are often the best listeners. Perhaps you think	69	396
that listening is a natural art that nobody has to learn, like eating	70	466
or sleeping, but the very simple fact is that most of us hear without	70	536
listening. Most likely you will forget most of what you hear unless	70	606
you train yourself to listen. Listening will help give you the insight	73	679
to say the right things. Those students who fall asleep in the back	70	749
of the classroom aren't the only ones who come up with the "dumb"	68	817
answers.	8	825

34 WORDS PER MINUTE

	Strokes Line	Total
Do you ever wonder about the label on products that you pruchase?	69	69
Do you realize what all you can learn about a product just by reading	71	140
the label? A label on packaged products plays an important role in the	74	214
consumer's freedom of choice. Food manufacturers have long believed	70	284
in providing good descriptive labels which supply the important facts	70	354
about the contents of their packages. Such labels are designed to	68	422
help the consumer make the wisest selection.	45	467
Today's labels are attractive, informative, and easy-to-understand.	71	538
Manufacturers have developed them over a long period of time to meet	69	607
consumer desires and legislative requirements. Labels introduce you	70	677
to the packaged products on grocery store shelves. Labels tell the	68	745
benefits and qualities of the product in a factual, easy-to-read	65	810
manner. Labels help you to buy wisely.	40	850

35 WORDS PER MINUTE

There are two kinds of persons who never amount to much--those	65	65
who cannot do what they are told and those who can do nothing else.	69	134
One of the things all student typists must learn to do is to proofread	72	206
quickly and with care the typewritten work they produce in their	65	271
classroom. Copy with all errors neatly corrected reflects a pride	68	339
in work that is a credit to the person who typed it. All of us,	65	404
perhaps, need to be reminded that the work we produce is our personal	70	474
representative in the eyes of others. Often, it may be the one basis	71	545
on which quality judgments are made.	37	582
It is very important to find and correct all errors before the	65	647
finished work is given either to the teacher for grading or to the	67	714
executive in the office for his use. Some typists fail to find their	72	786
own errors because they are careless or are unaware that they are	66	852
being judged by others.	23	875

36 WORDS PER MINUTE

	Strokes Line	Total
Have you ever been in an office that looked as though it were in	67	67
a complete state of bedlam? It certainly isn't very impressive, is	70	137
it? When a prospective customer or even a regular customer comes	68	207
into your office, he is sure to notice the neatness of your desk and	69	276
the manner in which the office is kept.	40	316
As a secretary, you may find that in a smaller office it will some-	68	384
times, or perhaps always, be your duty to keep your office tidy and	68	452
neat. You should always be sure that the ashtrays are clean and the	70	522
magazines are neatly arranged on the tables. Try to have a colorful	71	593
scheme for your reception rooms, and, if it is possible, have an	65	658
attractive flower arrangement in the area. Appropriate paintings can	71	729
also be strategically placed on the walls.	41	770
If you have a multitude of callers in one day, you should also have	70	840
adequate seating facilities available for those who come in.	60	900

37 WORDS PER MINUTE

The attic is a dreary place. There are misty spider webs hanging	70	70
like thin curtains from the musty walls. In one corner is a dusty	68	138
trunk with rusty hinges which hasn't been jarred or moved for one	66	204
hundred fifty years. An old spinning wheel in another corner has	67	271
moulded, yet coarse thread is still hanging from its spindles. Among	71	342
other oddities are faded shoe boxes; dusty, high-top shoes; and still,	71	413
rusty canes used for walking. There is only one window; and it,	66	479
too, is covered with the dust of the ages and silver cobwebs. It	68	547
grudgingly invites the beam of light which throws ghostly shadows of	69	616
weird objects around the room. Ghosts of the past seem to haunt the	70	686
place, and a person can almost hear them whispering when the wind	67	753
howls and rain beats on the shingles.	37	790
Our attic is really a bit of the old past. It is the home of spi-	68	858
ders, mice, and the rendezvous of phantoms and ghosts of lost eras.	67	925

38 WORDS PER MINUTE

	Strokes Line	Total
How do you study? Do you sit at your table quietly, but with	66	66
your thoughts wandering in dizzy heights, and find at the end of some	70	136
hours that you have not nearly covered the lesson nor added to the	67	203
sum total of your knowledge? If, when you start to prepare your	67	270
lessons, you can control your thoughts in such a way that you give	67	337
full heed to the exact work at hand, you will find that you can cover	70	407
the work in half the time. Make a plan for those hours and stick to	70	477
it. Don't let small things come in and rob you of this channel of	68	545
growth. We are such creatures of habit that we do not change with	68	613
ease. Once the habit becomes yours, it will be a simple thing to	67	680
keep.	6	686
Each of us must learn to concentrate in order to do our work well	68	754
and fast. It is not easy to say just what we must do to learn how to	71	825
concentrate. We know that we must have a desire to pay attention and	71	896
to block out unnecessary sounds, objects and thoughts.	54	950

39 WORDS PER MINUTE

Happiness is something we all daydream about even if we don't	64	64
experience it. There are two ways we can be happy--we can get what	69	133
we want, or we can want what we get!	38	171
Some people form the habit of cheerfulness and an optimistic view-	67	238
point toward life, while others form habits of worry and depression.	70	308
Happiness often depends on these emotional habits. All people are	69	377
sad or worried part of the time, and all people are happy and gay	66	443
part of the time. The majority of people have periods during which	69	512
they are neither happy nor depressed. It is natural to experience	68	580
some periods of sadness or anxiety, but you shouldn't be habitually	68	648
upset or dejected. If you are, then you should do something about it.	72	720
Happiness is something we should seek because it helps to banish	67	787
fears. It also has a pleasant effect on others. Emotions are con-	69	856
tagious, and it is just as easy to cheer others with our happiness	67	923
as to make them anxious with our personal anxieties.	52	975

40 WORDS PER MINUTE

	Strokes	
	Line	Total
You can read faster. How do you rate as a reader? To find	65	65
out, have someone time you for exactly one minute, count the number	68	133
of lines read, and multiply by the average number of words per line.	70	203
Quick reading is very important.	34	237
Suppose that you read at 250 w.p.m., and that you read an hour	65	302
a day on the average. Double your rate and you will, in a sense, make	72	374
yourself seven extra hours a week. You will now be able to do 14	67	441
hours of reading in seven hours time. Triple or quadruple your rate	70	511
and gain up to 21 hours a week. This can be done by taking off the	69	580
brakes. You wouldn't think of driving your car with both foot and	68	648
hand brake on. Yet as a reader you have several brakes slowing you	69	717
down. One brake is regressing--looking back every now and then at	68	785
something already read. It is like stepping backward every few yards	71	856
as you walk--hardly the way to move ahead in a hurry. Regression may	71	927
be habit, a lack of confidence, or an actual missing of a word or phrase.	73	1000

III:3 Five Minute Timed Writings

24 WORDS PER MINUTE

	Strokes Line	Total
Things that seem to be too difficult often become very easy when we	70	70
tackle them with the right attitude. If we say or think that some-	68	138
thing is hard, then it may appear to be much more difficult than it	68	206
actually is. If we dive right into a job and do our best, it may turn	72	278
out to be much simpler than we thought.	40	318
Today we hear a great deal about positive thinking. There is	65	383
much truth in what we hear about this. A negative attitude will	66	449
bring negative results; a positive attitude could produce results that	71	520
seem to be miracles. If we truly want to succeed, we must believe	68	588
that we can.	12	600

25 WORDS PER MINUTE

Typewriting is a complex motor skill involving muscular response	67	67
to visual stimuli. Principally, a student of typewriting attains his	71	138
skill by repeated directed reproduction, at the typewriter of the	67	205
assorted printed material presented visually to him through the use of	71	276
a typewriting textbook. Because of the relative importance of the	67	343
printed page as the chief training aid in typewriting, the abilities to	72	415
see and to read would seem to be highly significant factors in the	67	482
learner's chance for success in developing skill. Research is needed	71	553
to determine the part these factors play. Typewriting isn't very easy.	72	625

26 WORDS PER MINUTE

	Strokes Line	Total
Accuracy is the keynote of success in the typing classroom as	64	64
it is in the office. Accuracy is cultivated most quickly by con-	66	130
scientious cooperation between pupil and teacher. The pupil must	67	197
realize that the teacher must make a constant check on the accuracy	68	265
of the work just as well as on the clean-cut, quick stroking of the	68	333
keys. This checking by the teacher does not relieve the pupil of	67	400
the responsibility for proofreading every typed page. In some way,	69	469
students must learn that this is a problem that demands from each one,	71	540
who would become proficient in typing, constant and careful study of	69	609
ways to hold thought to the work at hand.	41	650

27 WORDS PER MINUTE

Copy should be easy to read and also easy to type. More time	65	65
should be spent on this type of drill work. Two good ways to build	69	134
speed are to strike the keys quickly with sharp strokes and to keep	68	202
your eyes on the copy. With practice, both skills will come very	67	269
easily.	8	277
Hard work is the secret of all success. So, plan your work right,	70	347
if you wish to make progress in it. Tackle your lesson and watch for	71	418
a steady gain. You will learn to typewrite in this class by means of	71	489
touch. You will operate the machine and keep your eyes straight on	69	558
the copy. You will not look at the keys. You will type as you are	70	628
instructed to do in order to build your skills.	47	675

28 WORDS PER MINUTE

	Strokes Line	Total
Inflation is a large economic problem. America now suffers from	68	68
the effects of creeping, demand-pull, and cost-push inflation. The	69	137
people that have fixed incomes, such as the elderly, are hurt since	68	205
their incomes will remain the same, though prices are rising. Also,	70	275
those holding certain assets of fixed dollar value, such as life in-	67	342
surance policies, are adversely affected. People are not willing to	70	412
save if the value of a dollar is decreasing. This limits the principal	73	485
source of funds for new capital investment, thus an economy's growth	69	554
is affected. The rising prices can make our exports too expensive	68	622
to sell since other countries will not be anxious to buy costly goods	70	692
we sell.	8	700

29 WORDS PER MINUTE

When you first start learning to type a line, you should type at	67	67
the speed at which you feel comfortable. Then gradually build up your	72	139
speed as you build ease and confidence.	40	179
Hold your eyes on the word as you are typing it. Do not look	65	244
up or you may lose the place and hit the wrong keys. Think of the	68	312
word as you type it.	21	333
When you come to a very short word, think of the word and type	65	398
it as a whole unit--not letter for letter. This is how you type more	71	469
words in less time. This is a good way to work up your speed.	64	533
No one can learn for you or type for you. No one can make	62	595
you work the right way. You may be told how to do the work, but	66	661
it is up to you to find and use the best way of doing your work.	64	725

30 WORDS PER MINUTE

	Strokes Line	Total
Investment is the key to both short-run stability and long-term	66	66
growth. If a rate of investment high enough to maintain full employ-	70	136
ment could be reached and maintained indefinitely, we could achieve	68	204
both stability and a reasonable guaranty of sustained long-term growth.	73	277
However, it does not seem possible to maintain the investment rate	68	345
which is required to reach and hold full employment.	53	498
If in the pursuit of price stability, we permit a great amount	65	463
of unemployment, it is almost certain that we shall fail to achieve	68	531
the growth of which we are capable. If we fail to place the economy	70	601
under the pressure of an aggregate demand which is proper to produce	69	670
full employment, we shall not even discover what our potentiality for	70	740
growth is.	10	750

31 WORDS PER MINUTE

On the evening of March 5, 1869, a group of young men in Bos-	64	64
ton threw a few snowballs at a British guard in front of the state-	68	132
house. A band of soldiers rushed out to protect the guard from the	69	201
group of men. Then a crowd assembled and turned the scene into a near	72	273
riot. Shots were being fired into the unruly crowd by the other sol-	70	343
diers, and ten people fell dead. The news of the battle spread rapid-	70	413
ly. Public excitement ran high and the authorities hastened to quiet	71	484
the fury by making concessions. They removed the soldiers to Castle	71	555
Windsor, outside of the city, repealed some of the restrictive laws,	70	625
and handed the soldiers who did the shooting over to the colonial	66	691
court. The people in the neighboring towns began to worry concerning	71	762
their safety.	13	775

32 WORDS PER MINUTE

	Strokes Line	Total
Temptation does not create crooks. However, a person who is a	66	66
potential crook looks for temptation. Bad companions do create crooks;	73	139
however, people with budding crooked streaks may often prefer bad	66	205
companions. A person's actual need very seldom causes crookedness.	70	275
After checking records, it can be found that actual need is a factor	70	345
in only about 2 percent of the embezzlement cases. If a person in a	70	415
company needs an emergency supply of money, the company will usually	69	484
provide some means for the employee to get the money.	54	538
Motives within a person create a crooked streak and make him go	66	604
against his own common sense. Some people rebel against restrictions,	72	676
and some have strong driving forces which push them in undesirable	67	743
directions. They may even have a desire to be punished.	57	800

33 WORDS PER MINUTE

You can figure it out exactly for yourself. There are just so many	71	71
hours for work in each day. In an office you are paid a straight	67	138
salary for the month. Reduce your pay to the hour basis; then divide	71	209
the amount of pay you get for each hour of work by the number of let-	68	277
ters you can transcribe in an hour. You will then have a portion of	70	347
the cost of letters. If you waste a large part of the day that should	72	419
be given to work, the total correspondence cost goes up. This is why	71	490
employers never cease searching for employees who will do more and chat-	71	561
ter less; who will help to lessen the jam of work that often piles up	70	631
toward zero hours of closing time. This cost per letter can be main-	69	700
tained with ease when there is consistent work and no loss of time	67	767
through chatter. "Do not let your tongue wag too much."	58	825

34 WORDS PER MINUTE

	Strokes Line	Total
Progress in industrial production today is distinctly marked by	66	66
changes in technological processes. As innovations result in new	67	133
products and designs, they present a challenge to already established	70	203
industries and production methods. Management is constantly on the	69	272
alert for more plentiful raw materials and greater efficiency in the	69	341
application of labor to capital investments. Each year, many buildings	73	414
and facilities are added to America's production plant, while others	70	484
are abandoned. Elaborate new machine tools are being made, and	65	549
plants are being reequipped and rearranged. Orders for parts and	67	616
materials must be placed well in advance, and systems are being de-	66	682
signed for the control of inventories. This calls for teamwork among	71	753
specialists such as construction experts, production engineers, de-	66	819
signers, buyers, and consumers.	31	850

35 WORDS PER MINUTE

Switzerland is a small country high in Europe's Alps. It is	66	66
famous as a land of beautiful scenery. Switzerland's snow-capped	67	133
mountains, its green valleys, and its blue lakes make the country a	68	201
large tourist and health resort. Switzerland also is famous for its	70	271
watches, machinery, electrical equipment, cheese and milk chocolate.	69	340
Switzerland covers an area about the size of Massachusetts,	63	403
Connecticut, and Rhode Island. But, only about as many people as	70	473
live in Massachusetts alone resides there. There is no single Swiss	72	545
language. The Swiss in different parts of the country speak dialects	72	617
of German, French, Italian, and ancient Latin. The country has	69	686
three names in its three official languages. Its name is Schweiz	68	754
in the German language, Suisse in the French language, and Svizzera	72	826
in the Italian language. The capital is Bern.	49	875

36 WORDS PER MINUTE

	Strokes Line	Total
The child's ability to listen is an important factor in his total	68	68
learning process. Listening should not be taught as an isolated	66	134
subject. It is a complex and needed skill, and in our modern world	69	203
it is becoming more important. Listening involves much more than	67	270
the physical act of hearing or the external attitude of paying atten-	68	338
tion. The greater part of the child's day is spent in listening. Stu-	72	410
dents must learn that there is a purpose for listening, therefore the	70	480
teacher must guide and train the child to listen attentively, selec-	67	547
tively, critically or appreciatively.	38	585
Through skillful listening, oral language skills are improved,	65	650
thinking is stimulated, information is gained and creative apprecia-	67	717
tion is increased.	19	736
Therefore, listening should not be taught as an isolated subject	67	803
within itself. As one of the language arts it is the basic tool of	69	872
communication and important.	28	900

37 WORDS PER MINUTE

Most advertisers today prefer newspapers to any other media of	65	65
advertising. It may be estimated that approximately one-third of the	71	136
total advertising expenditure in the United States is spent by news-	70	206
paper advertisers. Local businesses, mainly retailers, provide almost	72	278
three-fourths of this outlay. Because of the large circulation in	68	346
urban areas, newspapers are especially an effective media for local	68	414
advertising. National advertisers usually invest heavily in advertising	74	488
space to select daily and Sunday editions.	46	534
In addition to offering advertisers intensive coverage in selected	69	603
areas, newspaper publishers stress timeliness as the significant	64	667
advantage. Advertisements can be inserted within a few hours, and	68	735
thus can tie in very suitably with news events, weather conditions,	69	804
or sales appeals. Constant appearance day after day of a sales mes-	68	872
sage, catchy slogan, or trade mark is most appealing.	53	925

38 WORDS PER MINUTE

	Strokes Line	Total
As you read the advice of experts on how to ger more out of	62	62
reading, you are impressed by the fact that nearly all the experts	67	129
do have unique suggestions to make. One says that if you have	64	193
difficulty getting started, skip the initial chapter. Get into the	69	262
book, and come back to the beginning later.	44	306
The practice highly recommended by some experts is to summarize	66	372
the high points of each chapter in your own language. When you re-	67	439
cord ideas in your own words, you make them your own. As a rule,	67	506
you will remember what you read. Prepare the summary, however,	65	571
with as much care as you would a telegram.	43	614
Another expert urges the use of a pencil in reading. With it,	66	680
you can underline key passages, number them in the margin, and index	69	749
them by subject on the flyleaf. This index will be your guide to	67	816
ideas and facts when you need them. If the book is not yours, jot	68	884
the page numbers of key ideas down on paper for future references.	66	950

39 WORDS PER MINUTE

Put your typing skill tc work for you. You have enough skill to type	73	73
notes, simple themes, or other work that you need to put in typed	66	139
form. When you type from copy, pace yourself at a speed that you	67	206
can keep up. When you compose the copy as you type, think of the	67	273
words you want to say and let your fingers do the spelling. This	67	340
is how you learn to type as you think.	39	379
Start to type at an easy pace. There is no need to rush or to	66	445
hurry or to worry. Just keep on typing. You do not need to make	68	513
the fingers go much faster, but you do need to keep them moving from	69	582
key to key at a steady and even pace. Try to hold the hands and arms	71	653
quite motionless. Let the fingers do the typewriting for you. This	73	726
is a sure way to grow in typing skill.	39	765
You have enough skill to make it easy for you to type as you	63	828
think. All you need to do is put the things that you have learned to	71	899
work for you. Type at the control rate, and let your fingers do the	70	969
work!	6	975

40 WORDS PER MINUTE

	Strokes Line	Total
There are many roads in life down which one may choose to travel.	69	69
Some are smooth and easy and enjoyable while others are rocky, bumpy,	71	140
and hard to endure. Then there are the middle roads with a mixture	69	209
of the hard and easy, the good and bad, and the happy and sad. The	69	278
road that you choose is your decision. One does not know when he is	70	348
choosing a particular road whether it will be a good road or a hard	68	416
road to follow. Many times people do not stop to think or try to	67	483
look down the road to see what lies ahead. They think only of the	68	551
present and never of tomorrow and what lies beyond today.	58	609
If we would stop more often to try to see what the consequences	66	675
of today might be tomorrow, we would, I am sure, choose an alternate	70	745
route. Many of us cannot see beyond what we want at the present time.	73	818
Our present wants and desires should be evaluated in terms of what they	73	891
will bring to us and others concerned in the future. If the future	69	960
is considered, our desires could change.	40	1000

III:4 Five Minute Timed Writings

24 WORDS PER MINUTE

	Strokes Line	Total
To learn to type well, one must aim for skills and speed; learn	66	66
to watch what one types; and, drill and drill some more. Type this	69	135
first paragraph with a quick stroke to gain more speed and to help	67	202
your style. To build your speed with a few short drills you must	67	269
think; then strike the keys. Keep this in mind and learn to type with	72	341
ease. Those who want to learn to type should learn to do it well.	69	410
They should take pains to learn. Good luck means good hand work.	69	479
You can learn to type in a way that is right or that is wrong. You	70	549
must take care to note that goals are reached soon.	51	600

25 WORDS PER MINUTE

It was July. The courtroom was steamy, but the speaker coolly	67	67
approached the climax of his declamation. Someone opened a window;	69	136
and along with the distant hum of street noises, a single fly droned	69	205
in, lazily circled the area, and zoomed down on the shiny, red runway	70	275
that was the lawyer's head.	28	303
Suddenly the lawyer found himself engaged in another struggle--	65	368
this time with the fly. He flicked it away; it flew off, only to	67	435
return quickly to the same spot. The jury watched, fascinated. Were	72	507
they listening to him or watching the abominable insect? Surely he	70	577
could not lose this case because of a pesky bug.	48	625

26 WORDS PER MINUTE

	Strokes Line	Total
When learning to increase your speed in typing or shorthand, choose	70	70
a goal that will make you stretch to get it. You do not want a goal	70	140
that you can make the first time you try for it. Push yourself for	69	209
speed then drop back for ease and control.	43	252
You must not pause as you are typing! You do not need to think	68	320
of where a key is or how to hit it; just think of what you are to	66	386
type. This is the way to learn to type with speed and with ease.	68	454
Locate and get rid of all those weak spots in your skill.	59	513
It takes some time for things to grow. It is much the same with	68	581
a skill. It takes time for a skill to grow and to build your skill.	69	650

27 WORDS PER MINUTE

Emotional troubles cause many illnesses. Continued anxiety and	67	67
tensions are dangerous to good mental health.	46	113
As problems arise in the day, solve them. Do not let unsolved	67	180
problems pursue you all night. In order to get a good night's sleep,	71	251
make your decisions and then forget about them.	48	299
Envy can cause frustration for many people. Everyone should	64	363
work at the top of his ability and put aside worry caused by envy.	68	431
If you make the best of your own life, this is something no one can	69	500
take away!	12	512
Lack of self-confidence can be an emotional problem. Many people	69	581
suffer from this upset. One of the major sources of worry is dissatis-	71	652
faction with your life.	23	675

28 WORDS PER MINUTE

	Strokes Line	Total
The ground, the trees, and the whole outdoors were covered with	66	66
glistening white snow. The lake looked like a huge piece of glass	68	134
that had been polished and spread out over the ground to meet the	66	200
horizon. The snow-covered ground glistened in the moonlight like	67	267
a pool of sparkling diamonds. The trees in the yard, bending with	68	335
the weight of icicles and snow, made strange noises. The lights of	69	404
the village twinkled in the distance, giving a warm, cheerful feeling.	72	476
And, by listening carefully, you could hear the children singing	66	542
carols as they rounded the corner. It was a beautiful, breath-taking	70	612
scene on that long ago Christmas Eve. That night is one to be	66	678
remembered for years!	22	700

29 WORDS PER MINUTE

In ancient times, merchants who recieved gold for goods had to	65	65
weigh it and assess the quality of it upon each transaction. This was	72	137
slow and costly; so to facilitate commerce, early rulers would stamp	69	206
their seal on the metal to certify to both its weight and quality. This	74	280
was the beginning of coinage. In ancient Rome, the officially minted	71	351
pieces of money were stamped in wedge shapes of uniform size and val-	68	419
ue. The Latin word for wedge is the basis for our modern word, coin.	72	491
This is a curious transition, for our coins are discs and not wedges.	72	563
Ancient banks, of course, had no impregnable vaults of steel. The	69	632
bank was simply a bench or table over which the money-changer operated	71	703
in or near the market.	22	725

30 WORDS PER MINUTE

	Strokes Line	Total
Quite often in your final class before the noon hour, you begin	66	66
to feel hungry. You get very restless and may have some trouble con-	70	136
centrating. Why do you get hungry? The empty feeling in your	66	202
stomach and your nervous tensions are your body's way of telling	65	267
you that it needs food. The body has no way except through food	66	333
to obtain all the vitamins, minerals, and proteins you need. All	67	400
living things must take in food if they are to go on living. When	68	468
you do not eat, the processes needed to keep you alive and well can-	66	534
not be carried out. The body needs materials with which to work.	68	602
When it receives no new supplies, it first uses up the reserve of nu-	69	671
trients. If you continued to go without food, however, you could	67	738
not survive.	12	750

31 WORDS PER MINUTE

Obtaining housing for a family involves the making of major de-	64	64
cisions. If it is a family's decision to buy or build, problems arise	72	136
as to how much the family can afford to spend for housing and how	66	202
the cost may be paid. If the decision is to rent a house or an apart-	70	272
ment, many factors must be considered; such as the amount that may	67	339
wisely be spent for rent, the terms of the rental agreement and the	68	407
economic aspects of providing housing through the rental plan.	63	470
If a person buys a house for cash, he should not invest all the funds	72	542
that he has set aside for his use in an emergency.	51	593
In buying a house, many young people make the mistake of gambling	68	661
to the extent of assuming that their earnings will increase, therefore,	72	733
undertaking greater financial obligations.	42	775

32 WORDS PER MINUTE

	Strokes Line	Total
Because of the increased demand, high schools began to offer short-	68	68
hand as well as other business courses. Today it is generally thought	72	140
that the student on this level should study the subject for two years	70	210
to attain vocational competency. The usual high school course includes	73	283
about three hundred hours of class instruction. Most leaders in the	70	353
field of shorthand teaching, however, deplore the excessive length of	70	423
time devoted by many teachers to covering the theory of the system.	69	492
They state that, regardless of the teaching method used, this part of	71	563
the course should be completed, or very nearly completed, during the	69	632
first semester of instruction. Because shorthand is primarily a voca-	70	702
tional course, it should be placed in your curriculum as close to the	70	772
time of its use as possible.	28	800

33 WORDS PER MINUTE

One of the basic premises upon which our American enterprise	64	64
system functions is the principle that all people should share in the	70	134
products of our industrial capacity. The principal goal of those in	70	204
charge of business concerns is to provide goods and services for all	70	274
people in all walks of life. There is no reason for our extensive	68	342
business operations apart from their efforts to improve our way of	67	409
life. To provide the things that enhance our existence, however,	67	476
business is required to make huge investments and must assume great	67	543
risks. It is sound and just, then, for those who invest in business	70	613
to expect a fair return for the risks they take. Each citizen should	70	683
try to adjudge the worth of business in terms of the good it provides	70	753
instead of criticizing its leaders and their motives without just	66	819
cause.	6	825

34 WORDS PER MINUTE

	Strokes Line	Total
Italy is comparable in size to New Mexico and occupies the familiar	72	72
boot-shaped peninsula extending from the Alps into the Mediterranean	71	138
Sea. Italy is a Republic in which all major political parties	66	209
participate. The capital is Rome. The history of the modern world	71	280
has its roots in Rome.	23	303
Italy is the art lover's paradise. In the churches and palaces	67	370
where Raphael, Michelangelo, Titian and other great artists actually	72	442
worked, you can see their masterpieces in original settings. In	66	508
Rome, you will have missed something if you don't wander around the	69	577
Colosseum, see the Sistine Chapel, or visit Vatican City and see	70	647
St. Peter's.	14	661
Italy is always gay and full of visitors. Tourists can relax in	68	729
Rome, Florence and Capri, or enjoy themselves in Sicily and in the	71	800
charming little towns along the Italian Riviera.	50	850

35 WORDS PER MINUTE

It has only been a few years ago that any man who dared to be seen	69	69
in anything other than the traditional three-button business suit was	70	139
sure to receive grim looks from his boss and ridicule from his co-	67	206
workers. The typical uniform consisted of a very conservative suit,	70	276
white shirt, drab tie, square shoes, and dark socks.	53	329
For some reason, something happened. Men decided to make a drastic	71	400
change in their appearance. Today men of all ages are wearing	64	464
double-breasted suits, bright colored shirts, flowery ties, buckle	67	531
shoes, and multi-colored socks. It seems that the "man in the gray	70	601
flannel suit" is no more.	27	628
The change has been so great that men now rival and sometimes	64	692
overshadow women in their flamboyant dress. In fact, it has reached	70	762
the point that the social columnists spend almost as much time discussing	74	836
what the men wear as what the women do.	39	875

36 WORDS PER MINUTE

	Strokes Line	Total
Automation has made the matter of finding jobs difficult for many	68	68
people. It should be understood that automation has not caused a de-	69	137
crease in the number of jobs, but it has caused a decrease in certain	70	207
types of jobs and an increase in other types of jobs. The decrease	69	276
has been in the jobs that were of a very routine, unskilled level.	68	344
Many jobs have been created by automation. However, many of these	69	413
new jobs are for skilled workers. If the people who are unemployed	69	482
are willing and capable to be trained for the new jobs, some of their	70	552
problems would be solved. One of the biggest problems of industries	70	622
is that of matching the right people with the jobs that are available.	72	694
It is not easy.	17	711
There are many unemployed people, but unfortunately these people	67	778
don't have the necessary skills and qualifications for many of the	67	845
particular jobs that are available at the present time.	55	900

37 WORDS PER MINUTE

Typing is a skill of many parts with all of them smoothly combined	69	69
into the whole. We work on correct stroking today, but we do not	67	136
forget what we learn when typing for speed tomorrow. Each new part	69	205
is added to all those already learned. Yet we are not aware of	65	270
each part when the skill has been learned. Students enjoy learning	69	339
to typewrite. They like to watch the words appearing on the sheet of	71	410
paper before them. It is thrilling for them to know they can move	68	478
their fingers quickly and speedily over the keys and still be able to	70	548
turn out such fine copy. It would be fun if everyone could type. A	72	620
young lady or gentleman wishing to work in an office some day hopes	68	688
to be the ideal office worker. The first step in reaching that goal	70	758
is to get the right training. To develop the fine trait that an office	73	831
worker should have, your work needs to be exact, honest, and done to	69	900
the best of your ability.	25	925

38 WORDS PER MINUTE

	Strokes Line	Total
Spring is not only the time to cast off mittens and heavy coats,	67	67
the time to throw open windows to let in the fresh air, but also the	69	136
time a gourmet's fancy fondly turns to crops of tender green garden vege-	72	208
tables. Here are some principal ingredients for a spring feast. The	72	280
colorful bouquet, a jardiniere of the season's new crop, includes green	72	352
beans, asparagus, cauliflower and exotic artichoke. All are a welcome	72	424
change and a special treat served with mayonnaise or hollandaise. The	72	496
new potatoes in their tender skins, garnished with melted butter and	69	565
fresh mint, are also a delicacy.	33	598
What better way to celebrate spring than by seasoning young	62	660
spring meat with fresh garden herbs? Roast stuffed veal, a tender,	70	730
lean, nice main dish, is slowly cooked with rosemary and chilled and	69	799
encased in a mayonnaise glaze. Roast capon becomes a uniquely savory	71	870
"spring chicken" when it is basted with a mixture of butter, herbs,	70	940
and lemon.	10	950

39 WORDS PER MINUTE

France is one of the oldest countries in Europe. It lies in	65	65
western Europe, between the Mediterranean Sea and the North Sea.	71	136
World ideas and world trade paths have met and crossed in France for	71	207
hundreds of years. The country was an ancient meeting ground where	69	276
the forest men of the North traded ideas and ways of life with the	68	344
Greeks and Romans of the Mediterranean. France drew on many sources	73	417
to build up its rich civilization. It grew into one of the world's	69	486
great democracies, in control of one of the world's greatest empires.	69	555
French people like gaiety, parties, street fairs, and Punch and	67	622
Judy shows. Their holidays are bright with music and song, and with	71	693
the costume of festival dancers. The France of the 1900's has been	69	762
torn apart by World War I and II and by a German occupation;	68	830
but France is rich with ageless gifts of literature, art, music,	67	897
science, and invention. It is rich, too, with the high spirit of its	71	968
people.	7	975

40 WORDS PER MINUTE

	Strokes	
	Line	Total
While no one denies the importance of rapid finger movements, it	67	67
is a mistake to think that these motions alone will bring typewriting	70	137
speed. Fast, smooth typing results from a lot of small things done	69	206
well; and the fluent typist will realize that reading habits, posture,	71	277
and attitude are all vital parts of his total typing skill. Without	70	347
them, rapid finger and hand movements lose their effect.	57	404
The expert typist will, for example, read his copy carefully. His	70	474
eyes will follow the copy at a constant rate. Typists who glance up	70	544
frequently lack continuity in their typing, and they lose speed. Read	72	616
just a word or two as you type. When you type a longer, more diffi-	68	684
cult word, type it as you read each letter or each syllable. Good	68	752
reading habits help to produce better typewriting results.	59	811
Before you begin to type, make certain you are sitting in a proper	69	880
position. Sit well back in the chair; keep your feet flat on the	67	947
floor. Station your copy, and avoid too much glare.	53	1000

III:5 Five Minute Timed Writings

24 WORDS PER MINUTE

	Strokes Line	Total
Inflation is known to be a general rise in prices. There are	65	65
several different types of inflation in America. Open inflation	67	132
means prices rise in our economy with no price controls set by govern-	69	201
ment. Suppressed inflation means government places controls on rising	72	273
prices. Cost push inflation means unions push for wage increases in	70	343
big industries, and in turn these monopolistic industries will raise	69	412
prices to cover their increased costs. Then, because of this new price	73	485
rise, unions and employees demand another wage increase. This does	69	554
produce a bad spiraling effect in our economy.	46	600

25 WORDS PER MINUTE

Have a goal for your work. Your goal could be to raise your	64	64
speed. Plan your work and your skill will be sure to grow. You can do	73	137
it if you will try. You will find it is fun to learn to type. You	70	207
will be able to type your work. You will find that when you think	68	275
the word, you will be able to type the whole word. This will help to	71	346
build speed. To type with speed is your aim. You will try to build	71	417
speed by drill work. You will learn to type faster if you practice	69	486
keeping your eyes on the copy. Two good ways to build speed are to	69	555
strike keys quickly with sharp strokes and keep your eyes on the copy.	70	625

26 WORDS PER MINUTE

	Strokes Line	Total
Line and staff organization is an organization where the authority	69	69
is very definitely vested in the supervisors or the people who hold	69	138
status positions in the power eschelon. Some of the assumptions of	69	207
the line and staff organization are that pressure and competition bring	72	279
about efficiency and maximum effort, good human relations is necessary	71	350
to get the job done, the individual is expendable because the goal is	70	420
the most important, the executive is a better man than the ones under	70	490
him, and leadership makes all the decisions. Those under the supervisor	74	564
only advise. Thus, leadership is inherent in the supervisor who	66	630
is always the best!	20	650

27 WORDS PER MINUTE

In many offices, the production of each worker is measured day by	68	68
day and recorded on a work form. By watching these production records,	73	141
those in charge of the office can tell whether each member of the	66	207
office force is working up to full efficiency. The work of a typist	70	277
is measured by the number of words, strokes, square inches, or standard	72	349
lines of work produced. A standard line is generally six inches. The	73	422
work of a mail clerk is measured by the number of pounds or pieces	67	489
of mail he handles. The work of an order clerk is measured by the	68	557
number of orders he handles. The work of clerks, machine operators,	70	627
and other office workers is measured comparably.	48	675

28 WORDS PER MINUTE

	Strokes Line	Total
One thing we know about the future is that it will be different	66	66
from the present. In the world of business, the future will entail	69	135
different markets, different customer desires, different products	66	201
and services, different channels of distribution, different production	71	272
technology, different approaches to advertising and selling, different	71	343
methods of financing, and different concepts of management. Small	68	411
firms are born, function, and frequently die within this rapidly chang-	70	481
ing social and business environment. Few firms function well and	67	548
successfully by employing the same methods that made them successful	69	617
ten or twelve years earlier. The changes, furthermore, are typically	71	688
substantial.	12	700

29 WORDS PER MINUTE

Have you ever wondered why people work although they do not have	67	67
to? Some people work because they enjoy using the skills their job	69	136
requires. Their job gives them a chance each day to match their mind	71	207
or their muscles or their talents against another person's or against a	72	279
job to be done. Some jobs offer an opportunity to work with interest-	70	349
ing people or to help people who are in need. Some people like the	69	418
feeling of being needed in their work. Just working in order to earn	71	489
a living does not give enough satisfaction to make a person truly	66	555
successful. Successful people who have to work to earn their living,	71	626
work for the same reason as those who are wealthy and work--they	66	692
find a rich satisfaction in work.	33	725

30 WORDS PER MINUTE

	Strokes Line	Total
Germany is a powerful nation in Central Europe. Since World	67	67
War II, Germany has been divided into two countries. The larger	70	137
of these two countries is a democratic republic commonly called West	70	207
Germany. The official name of this country in the German language	70	277
is Bundesrepublik Deutschland, or Federal Republic of Germany.	69	346
The capital of West Germany is Bonn. The other part of Germany	70	416
is a Communist dictatorship governed by the Soviet Union. It is	69	485
called East Germany. The official name of East Germany is Deutsche	74	559
Demokratische Republik, or German Democratic Republic, although	69	628
the Communist government is actually neither democratic nor a republic.	74	702
The capital of East Germany is East Berlin.	48	750

31 WORDS PER MINUTE

Should you know the price of only one product and know nothing at	68	68
all about the prices of any other products or services, you have ab-	67	135
solutely no idea what the product is worth or what its value really	68	203
is. If you learn that the price of a pair of shoes is fifteen dol-	67	270
lars, you know immediately about their value in relation to other	66	336
products, provided, of course, you know their prices also. In this	69	405
particular case, the pair of shoes is worth about four times the value	71	476
of a carton of cigarettes, about one-fourth as much as a portable	66	542
radio, etc. On the other hand, if you happened to learn that in Spain	73	615
a pair of shoes sells for seventy pesos, you have no idea what the	67	682
pair of shoes is worth in Spain unless you know the prices in pesos	69	751
of other products there.	24	775

32 WORDS PER MINUTE

	Strokes Line	Total
Those men who make their living driving trucks on long hauls say	67	67
that they go at a fairly low speed until they get adjusted to the feel	71	138
of the wheel and to their position. They tire quickly if they are	68	206
not relaxed and easy. These men say they make speed if they drive	68	274
slowly at first and work up little by little to a rapid speed. These	71	345
men should be able to tell others the right mind-set for the long haul	71	416
since driving is their daily business. What they say has meaning for	71	487
the typing student, too. If you want to stand up under the long haul	71	558
and gain this prize of good typing power, begin slowly and work up to	70	628
the rapid stroking. Real power depends much on the way you go at the	71	699
work you do and also on how hard you try to hold yourself to the fin-	68	767
est work you can do at all times.	33	800

33 WORDS PER MINUTE

Standard money of the island of Yap, deep in the South Pacific,	69	69
consists of flat, wheel-shaped stones about three feet in diameter,	68	137
with holes in the middle. The natives keep their stone money on poles	72	209
in their backyards. Each stone is worth two thousand coconuts--the	69	278
small change of the island--or three wives, or one canoe. Since the	70	348
stones are too heavy to be moved around freely, when goods are exchanged	73	421
for one of the stones, the new owner leaves it where it is but signi-	68	489
fies his ownership by putting his mark on it.	46	535
This is not too unusual when you think of the things in man's history	72	607
which have been used for money. These include salt and cattle among	70	677
the ancient Romans; cacao seeds in early Mexico; fishhooks and arrow-	70	747
heads among the Indians; and, tobacco and furs among the American	68	815
colonists.	10	825

34 WORDS PER MINUTE

	Strokes	
	Line	Total
Literature should never be used for teaching subject matter	62	62
directly. It may serve to supplement, extend, and reveal content	67	129
in the various curriculum areas. Reading prose, poetry and stories	69	198
to children is an important means to strengthen their total communi-	67	265
cations skill. Literature plays a very important part in vocabulary	70	335
building which in turn influences spelling ability. Grammar and	67	402
usage tend to be improved through the child's exposure to good Eng-	67	469
lish. Many different types of literary works such as folk tales, leg-	70	539
ends, modern fanciful tales, realistic stories, and poetry all have	68	607
potential for social studies enrichment. Science also lends itself	69	676
to the greater works of literature. Science teachers refer to my-	66	742
thology as they discuss different constellations. Folklore and leg-	68	810
ends are compared with scientific facts.	40	850

35 WORDS PER MINUTE

Details are worthwhile, but they are not ends in themselves. They	70	70
are worthwhile only when they are seen as a part of the whole problem.	72	142
You would surely not expect to know an engine from studying merely	68	210
a bolt or a spoke in the wheel. No matter how well you analyzed the	70	280
bolt or the spoke, you would not be able to acquire a knowledge of the	71	351
engine until you had studied it as a whole, until you had seen the	67	418
part in relation to the whole engine. This is why details must be	68	486
right; they have relation to other details, and when all are put togeth-	71	557
er they make up the whole.	27	584
Have you analyzed your typing to see if there are details that	65	649
tend to weaken your typing skill? A detail means little except when	71	720
it fails to fit into the pattern of your typing power. If it is not	70	790
just in keeping with the best of your skill, it will keep your rate	68	858
and control down.	17	875

36 WORDS PER MINUTE

	Strokes Line	Total
England is just a small country compared with the United States,	69	69
yet it is the heart of a great Commonwealth of Nations that spans	68	137
the globe. No country in the world has ever had a greater influence on	73	210
the course of modern history than has England. England has carried	70	280
its ideas and institutions to all parts of the globe. Even today its	71	351
people carry on the greatest foreign trade of any nation in the world.	71	422
The English became a nation of seafarers and travelers early in	67	489
their history. English explorers helped to discover the new world.	70	559
English war vessels freed the oceans for English traders. England	70	629
became first a great trading nation and a great manufacturing nation.	70	699
The invention of new machines and the fact that England had plenty	69	768
of coal and iron made it possible to produce large quantities of goods.	73	841
The English language became the leading trading language.	59	900

37 WORDS PER MINUTE

Anyone who has ever pinched her way through a mound of supermarket	69	69
tomatoes, and finally settled with resignation on the least bruised	68	137
specimen of the lot, should know there is a more satisfying and	63	200
delightful way to come by plump, fresh vegetables. The fact of	65	265
the matter is that you will never taste vegetables as delicious as	67	332
those from your own garden. In addition to the joys of growing it by	71	403
yourself, your own vegetables can be harvested at their prime and eaten	72	475
within minutes after being picked when their flavor is at its finest.	70	545
You may have an acre or only a few feet--either is room enough	65	610
for a vegetable garden. (In fact, if this is your first garden, it is	73	683
probably wise to start small.) Whatever its size, your garden should	72	755
be situated in a sunny spot close to the kitchen door so you can step	71	826
out and pluck off a tomato or pull up a carrot as fancy strikes. The	71	897
plot should be well spaded.	28	925

38 WORDS PER MINUTE

	Strokes Line	Total
Using money effectively is one of the biggest problems in the	64	64
lifetime experience of any family, but personal money management is a	70	134
skill that can be learned, developed with practice, and enjoyed like	69	203
other skills. The effect of taxes and prices on your income is all	69	272
the more reason to give greater care and attention to what is left.	69	341
To do this you should have a personal financial program. Planning	69	410
ahead is the key to success. When you plan ahead to save and spend,	70	480
don't put yourself in a strait jacket. Leave yourself some flexibili-	70	550
ty, but find out what is realistic for your income level and try to	68	618
stick with it. Such planning, of course, is budgeting, but budgeting	72	690
need not be a tiresome bookkeeping procedure of recording petty details	72	762
of every penny. It should be a general plan for organized spending	69	831
and saving drawn up ahead of time. Budgeting helps you to know where	71	902
your money is going and where you want it to go.	48	950

39 WORDS PER MINUTE

Most of us do well those things we like to do, and most of us like	69	69
to do the things we do well. It is not easy to say which should come	71	140
first, liking our work so we will do it well or doing our work well so	71	211
that we will like it. It may be we shall have to learn that these are	72	283
just two ways of saying the same thing. It is said to be good for us	71	354
to fail now and then so we will not forget that we are not yet on top	70	424
of the world; but if failure is a part of our daily life, we will soon	71	495
come to accept it and expect it; then growth stops. It is not true,	70	565
of course, that we can learn to do anything we want to do, for there	69	634
are some things that require special abilities we may not have. Still,	73	707
we can learn to do most of the things we want to do, for our desires	69	776
that persist are those that are linked with the things we do now or	68	844
the ways we feel now. All this sums up to the thought that we can do	71	915
much more than we are now doing. This, we need to realize.	60	975

40 WORDS PER MINUTE

	Strokes Line	Total
Scotland takes up the rugged northern part of the island of Great	69	69
Britain. This country was once an independent kingdom, but it has	69	138
been part of the United Kingdom since 1707. The Scots gave Scot-	69	207
land its name. They were people who came from Ireland in the 500's	70	277
and founded the first Scottish kingdom. The Romans called Scotland	72	349
Caledonia. Some poets and writers still refer to Scotland by the old	73	422
Roman name.	13	435
The products of Scotland are well-known. Powerful Clydesdale	67	502
horses, small Shetland ponies, brave little Scottie dogs, and beauti-	70	572
ful collies are all Scottish breeds. Scotland's sheep, too, are famous	74	646
for their wool, and the first woolen plaids and tweeds came from Scot-	71	717
land. So did the golf game, which people in many countries now play.	72	789
Scotch shortbread and Scotch whisky are other famous products of	67	856
Scotland.	11	867
The scots people cherish the symbols of their romantic history. The	72	939
royal crown of Scotland is kept in the castle at Edinburgh.	61	1000